

# POSITION DESCRIPTION

1. Agency PDCN 70307000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New  <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) In lieu of 70041000/80031000cr 70040000/80030000 in the ARNG USPO.	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employer & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level
14. Agency Use ENL				

15. Classified/Graded by  
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Administrative Assistant	GS	303	07	rmp	26 Apr 01

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau  a. First Subdivision - State Adjutant General  b. Second Subdivision - USPFO	c. Third Subdivision - d. Fourth Subdivision - e. Fifth Subdivision -
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. Standards Used in Classifying/Grading Position  
USOPM PCS for: Misc. Clerk & Ast. Series, GS-303, dtd. Jan '79; Secretary Series, GS-318, dtd. Jan '79; USOPM Grade Level Guide for Clerical & Assistance Work, dtd. Jun '89; Intro. to Position Classification Stnds., dtd. Aug '91.

Typed Name and Title of Official Taking Action  
ROGER M. PARRISH  
Position Management Spec.  
Signature //signed// Date 26 Apr 01

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:  
Released from NGB-HR-CA, CRA 01-1011, Dated 26 Apr 01

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in the United States Property and Fiscal Officer (USPFO). The purpose of the position is to provide technical and administrative assistance for programs within the United States Property and Fiscal Officer's (USPFO) area of responsibility. This support is provided to the USPFO and the Supervisory Logistics Management Specialist (SLMS).

This position requires military membership. It is designated for National Guard enlisted incumbency only. Incumbent performs duties necessary to accomplish technical and administrative functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions.

-- Assists in managing the Management Control Program (MCP). Gathers and organizes MCP material, establishes a suspense system, and provides accurate information to the Division Chiefs and Managers within the USPFO organization for preparation of their input into the Command MCP. Compiles the USPFO input for submission to the CAO. Assists the Internal Review Division with their role of validating the Army and ANG input prior to transmittal of the Annual Assurance Statements to the TAG/USPFO for signature and final submission to the National Guard Bureau by the established deadline.

-- Coordinates USPFO inspections such as NGB-CLRT-X, Contracting PMA, Comptroller Quality Assurance, Army IG, Air Force and Army Audit Agencies, and other external agencies. Assists in the development of inspection schedules, coordinates with managers, develops inspection areas through analysis of previous inspection results and highlights known vulnerabilities and problem areas. Maintains historical records on all previous external inspections. Coordinates in-briefs and exit conferences.

-- Serves as the USPFO focal point for all personnel actions to include performance evaluations, standards, OER/NCOER, job announcements, and other SF-52 actions. Maintains a register of all pending actions and suspense dates. Reviews all documents for accuracy, format, and compliance with applicable regulations.

-- Assists in the development of policy letters which may require researching applicable directives from higher authority, to ensure that no conflict will result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval.

-- Maintains personal contact with USPFO employees, functional managers (Army and Air), NGB personnel, and State personnel to discuss administrative requirements and services, provides technical advice and guidance, and

recommends methods and procedures where necessary. Advises other administrative personnel of latest directives regarding administrative procedures. Provides information, explains the application of regulations and resolves problems with contacts as they relate to administrative functions.

-- Prepares and monitors Assistant USPFO appointment/delegation letters for Army and Air National Guard activities. Coordinates with ANG Base elements (Contracting, Engineering, Supply, Transportation, and Finance) to ensure delegation and appointment memorandums are current and accurate. Prepares and distributes Financial Certifying Officer appointments and other duty appointment assignments. Prepares annual Financial Disclosure forms for appropriate personnel and ensures they are submitted in accordance with established NGB deadlines.

-- Performs duties as USPFO Publications Officer. Coordinates with both Army and Air Force publications sources to accomplish ordering, locating electronic publications, updating the 12 series requirements, and maintaining a current and complete publications library for the USPFO organization.

-- Serves as the Records Management Coordinator for the USPFO organization. Ensures all subordinate divisions maintain official files in accordance with the Modern Army Record-keeping System (MARKS). Provides instruction to personnel in the USPFO divisions to ensure the MARKS program is executed properly.

-- Controls access to the United States Property and Fiscal Officer and the Supervisory Logistics Management Specialist (SLMS)/Deputy USPFO based on personal knowledge of their workload and current issues of importance.

-- Receives visitors and telephone calls for the USPFO organization. Based on a working knowledge of the USPFO activity, exercises judgement in screening those calls or visitors that can be handled personally or must be referred to other command staff personnel or USPFO divisions. Determines when the USPFO or SLMS should be interrupted. Personally takes care of business matters and gives out administrative and readily available substantive information to callers.

-- Maintains the appointment schedule for the USPFO and the Supervisory Logistics Management Specialist. Schedules appointments and meetings, independently, based upon personal knowledge of their workload and current issues of importance. Advises the USPFO and SLMS of scheduled appointments and furnishes information from files or schedules briefings by others in preparation for scheduled meetings. Reschedules appointments when it is apparent that they cannot meet previous schedules. During supervisor's absence, refers matters to the appropriate USPFO division and maintains a record of events including official visitors, decisions to be made upon return, unfinished business requiring attention, and related matters. Keeps informed of

the whereabouts of the USPFO and the Supervisory Logistics Management Specialist. Maintains constant communication with the USPFO/SLMS on matters of extreme importance via telephone or email.

- Accomplishes travel arrangements for the USPFO and staff to include travel and hotel reservations, creates travel orders, and coordinates visits. May serve as the USPFO travel account program manager. As such, reconciles unliquidated obligations to maximize funds utilization and serves on the PBAC II.

- Reviews incoming correspondence, publications, regulations, and directives, which may affect the USPFO, or programs within the USPFO's purview relative to both the Army and Air National Guard. Establishes controls on accountable mail and determines distribution and routing of incoming correspondence while retaining items of special importance for the personal attention of the USPFO.

- Prepares and/or reviews outgoing correspondence from the office of the USPFO or subordinate divisions for grammar, construction, proper format, attachments, continuity of text, policy and procedural adherence, and compliance with the USPFO viewpoint. Advises the originator of any discrepancies and provides necessary training. Maintains office files of correspondence, directives, regulations and other information.

- Responsible for key access control for the USPFO organization. Maintains security of all keys and maintains appropriate records of keys issued to personnel. Responsible for accomplishing the required semi-annual inventory of all keys.

- Provides for control of all classified documents for United States Property and Fiscal Officer. Insures that documents are properly logged and safeguarded.

- Responsible for monitoring and tracking trends relative to the State Performance Indicator Report (SPIRS). Advises the USPFO on trends and problem areas and indicates opportunities to increase the performance of USPFO divisions.

- Performs other duties as assigned.

#### Factor 1 – Knowledge Required by the Position

- Practical knowledge of an extensive body of program analysis technical rules, guidelines, regulations, and precedents to provide sound recommendations to the USPFO.

- Skill in applying basic data gathering techniques in order to develop trends and analysis tools using data from reports.

- Knowledge of the duties, priorities, commitments, basic policies, and program goals of the organization sufficient to perform comprehensive administrative support assignments.

- Knowledge of general office automation software, practices, and procedures to design or develop detailed charts and graphs. Competitive level proficiency in typing to accomplish word processing and office automation tasks.

#### Factor 2 – Supervisory Controls:

- Work is performed independently within the defined objectives and prioritization of the supervisor. Incumbent plans, and carries out the details, and performs the technical analysis and research required to meet those objectives. The supervisor evaluates reports and other completed work for technical soundness, consistency, and compliance with policy and requirements.

#### Factor 3 – Guidelines:

- Guidelines utilized are multiple. Most are vague, requiring a great deal of interpretation on the part of the incumbent; particularly those dealing with the Management Control Program. Interpretation must be made to determine whether subordinate units are in compliance. Incumbent's recommendation is provided to the USPFO, even when disputed by units or organizations.

#### Factor 4 – Complexity:

- The work consists of various duties, projects or assignments involving different and unrelated program analysis technical processes and procedures. Assignments or projects involve various types and sources of information, nonrecurring problems, trends and issues.

#### Factor 5 – Scope and Effect:

- The purpose of the work is to plan and carry out assignments which affect and improve the efficiency and productivity of the organization's operations. Employee develops methods and procedures for identifying problem areas, which impact the evaluation and improvement of operating program efficiency and effectiveness.

#### Factor 6 – Personal Contacts &

#### Factor 7 – Purpose of Contacts:

- Contacts are with employees within the immediate office as well as employees in the same agency, but outside the immediate organization to include directors, managers, and representatives of the programs involved. Contacts also include

representatives of various levels and organizations within the National Guard Bureau, DOD, DA, DAF, FEMA, Forest Service, Department of Interior, Department of Justice, State Department, state officials, and members of private enterprises who deal with the supervisor on a variety of matters.

-- Purpose of the contacts is to plan, coordinate or advise on work efforts, discuss significant findings or resolve operating problems by motivating or persuading individuals, managers and supervisors to adhere to guidelines, suspenses, and program requirements. Contacts are also made for the purpose of obtaining, clarifying and giving information related to the work.

Factor 8 – Physical Demands:

-- The work is sedentary. It requires some walking, standing, bending, and carrying of light items such as books, papers, and files.

Factor 9 – Work Environment:

-- The work is performed in an office or similar setting requiring normal safety precautions against every day risks or discomforts.

## EVALUATION STATEMENT

A. Title, Series and Grade: Administrative Assistant, GS-0303-07.

B. References:

1. US OPM Grade Level Guide for Clerical and Assistance Work, June 1989.
2. US OPM PCS for Miscellaneous Clerk and Assistant Series, GS-0303, January 1979.
3. US OPM PCS for Secretary Series, GS-318, January 1979.
4. The Introduction to the Position Classification Standards and the Classifier's Handbook, HRCD-7, July 1999.

C. Background: This position has been re-described to recognize increased technical and administrative support for programs in the USPFO's Office.

D. Series, Title and Grade Determination:

1. Series: The purpose of this position is to assist the USPFO and staff in studies, reviews and preparation of reports resulting from a variety of inspections conducted by the staff and to provide Secretarial support for the USPFO. The work requires a practical knowledge of regulations and methods used in the inspection process as well as the overall structure and function of the USPFO. The position also contains some secretarial duties. However, these are secondary to the position. The duties and responsibilities assigned to this position do not clearly fall into any one occupational series, therefore, the GS-0303 series is appropriate.

2. Title: In accordance with the titling instructions in Reference B.4. the title of Administrative Assistant is assigned.

3. Grade: The grade controlling duties (technical/analytical support responsibilities) of this position (GS-07) were evaluated by reference to the Grade Level Guide for Clerical and Assistance Work, since the GS-0303 series does not contain grade level criteria (See evaluation that follows). The Secretarial duties were evaluated under the Secretary, GS-0318 series (See attached Factor Evaluation System (FES) Position Evaluation Statement). These duties are at the GS-06 level.

Positions evaluated by application of the Grade Level Guide for Clerical and Assistance Work are evaluated on the basis of Nature of Assignment and Level of Responsibility:

Nature of Assignment: The GS-07 level of the standard identifies a situation where the incumbent performs specialized duties in a defined functional or program area involving a wide variety of problems or situations; develops information, identifies interrelationships, and takes actions consistent with objectives of the function or program served. The incumbents involvement in the Management Control Program, in inspection programs, in oversight of the Officer Evaluation Program, and in researching directives in development of policy letters is consistent with this type of assignment described in the GS-07 level of the standard.

Level of Responsibility: The GS-07 level involves assignment of work in terms of objectives, priorities, and deadlines; the employee works independently in resolving most conflicts; completed work is evaluated for conformance to policy; guidelines, such as regulations, precedent cases and policy statements require considerable interpretation and adaptation. This is consistent with this position as depicted in Supervisory Controls, Guidelines, Complexity, Scope and Effect, and Personal Contacts & Purpose of Contacts.

Conclusion: The determination that the involvement in technical programs in support of the USPFO meets the full intent of the GS-07 criteria is consistent with the Work Example provided in that guide.

E. Conclusion: Based on the above evaluation, this position is classified as Administrative Assistant, GS-0303-07

Classifier: R.M. Parrish NGB Personnel Management Specialist Date: 26 Apr 01



**FACTOR EVALUATION SYSTEM  
POSITION EVALUATION STATEMENT  
Of Secretary, GS-0318 Duties:**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-4	550	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-2	125	
4. COMPLEXITY	4-2	75	
5. SCOPE AND EFFECT	5-2	75	
6. PERSONAL CONTACTS	6-2	25	
7. PURPOSE OF CONTACTS	7-2	50	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
<b>TOTAL POINTS ASSIGNED: 1185</b>			<b>GRADE: GS-06</b>

APPLICATION OF GS-0318, Secretary Series: Secretary, GS-0318-06

**FINAL CLASSIFICATION: Administrative Assistant, GS-303-07.**

(See attached evaluation of grade controlling duties)

Classifier: R.M. Parrish NGB Personnel Management Specialist Date: 26 Apr 01

**ADDENDUM FOR ALL DUAL-STATUS POSITION DESCRIPTIONS****d. OTHER SIGNIFICANT FACTS**

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.